Priority *	SCDHEC – Bureau of Air Quality Computer Support Section Training Guidelines	Time Frame
M	Bureau Orientation by Supervisor or Section member	1st Week
M	DHEC Orientation	3 Months
M	EQC Required: Hazardous Communication	3 Months
M	EQC Required: Confined Space or Exemption Memo to File	3 Months
M	DHEC Required: HIPAA 101	3 Months
M	APTI SI:422/CLN880 - Air Pollution Control Orientation Course	3 Months
M	EQC School	6 Months
M	DHEC Required: 4th Generation Management	6 Months
M	DHEC Required: 8-Hr. Defensive Driving Course DHEC Required: 4-Hr. Defensive Driving Refresher Course	3 Months Every 3 years
M	DHEC Required: Basic Cultural Competence Training	12 Months
M	DHEC Required: Customer Service Training	12 Months
D	MS Access	
D	MS Excel	
D	Windows Operating Systems	
D	Lotus Approach	
D	Power Point	
D	MS Word	
D	GroupWise	
D	Advanced MS Excel	
D	Advanced MS Word	
D	EFIS Train-the-Trainer	

* M = Mandatory, D = Desirable   January 3, 2003